

**SPALDING COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**



**MEETING AGENDA**

**June 14, 2024**

**3:00 PM**

**MEMBERS OF THE BOARD**  
TED THOMAS, BOARD CHAIR  
ED LAWSON, BOARD VICE CHAIR  
LARRY DOSS, DIRECTOR  
BARBARA WILLARD, DIRECTOR  
FRANK MUSE, DIRECTOR

**MEETING LOCATION**

**EAGLE LAKE COMMUNITY CENTER  
502-907 MAHOGANY WAY, SUSANVILLE, CA 96130  
530-825-3258**

**NOTE: CONFERENCE LINE FOR REMOTE ATTENDANCE: 617-829-6724**

**WELCOME TO THE SCSD BOARD MEETING**

1. CALL TO ORDER

2. ROLL CALL

\_\_\_ Ted Thomas

\_\_\_ Larry Doss

\_\_\_ Ed Lawson

\_\_\_ Barbara Willard

\_\_\_ Frank Muse

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF THE AGENDA

5. PUBLIC COMMENT - Members of the public may provide public comment on any item on the Board's agenda, or on any item that is within the subject matter jurisdiction of this Board. Public comments are limited to five (5) minutes (unless the Chairman of the Board specifies a different period of time). Comments by members of the public on an item that appears on the agenda will only be allowed during consideration of the item by the Board. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President.

6. APPROVAL OF MINUTES

a. Submitted for approval are the minutes from MAY 10, 2024 Board of Directors Meeting.

b. Submitted for approval are the minutes from May 17, 2024 Special Board of Directors Meeting.

7. 2022-2023 AUDIT DISCUSSION

ZOOM meeting with Larry Bain, CPA, to discuss and answer questions regarding the 2022-2023 Audit.

8. FIRE CHIEF REPORT TO BOARD

Interim Chief Muse's report to the Board of May's Fire Dept. activities.

9. GENERAL MANAGERS REPORT TO THE BOARD

- a. Sewer Report for May 2024, a power point presentation explaining operational failures at pump station #1 and the need for immediate inspection.
- b. Recreation Report for May 2024 activities.
- c. Financial Staff Report for regular business May, 2024, including a report of our bookkeeper's findings of a purportedly past due account cited in the 2022-2023 audit.

10. BOARD MEMBER REPORTS / BOARD MEMBER COMMENT

- a. Director Willard update report to Board on General Manager Recruitment Committee.
- b. Director Muse report to update facility security "re-key" project and Northeastern CA chapter of CSDA conference.
- c. Vice-Chair Lawson report for a proposed "Marina Host".
- d. Chairman Thomas report of meeting with Lassen County Treasurer.

11. NEW BUSINESS

- a. Consolidation of Election with Lassen County. Consideration of Resolution No. 2024-07 requesting a consolidation of the District's and the County's Election.
- b. 2024-2025 Draft Preliminary Budget. Presented in draft form for Board Members and the public comment prior to the required public hearing to adopt at a later date. Set set date for Public Hearing.

12. CONTINUING BUSINESS

- a. RFQ's for local attorneys firms. (still in progress).
- b. RFQ's for local CPA firms (still in progress)

13. CLOSED SESSION

Pursuant to GOV §54957 (a) Significant threat to potential litigation. Conference with District Counsel.

14. ADJOURN

The Next Regular Board Meeting will be on June 14, 2024

All documents available for public review are on file at the District's office located at  
502- 907 Mahogany Way, Susanville, CA 96130

Any person with a disability who requires accommodations in order to participate in this meeting or for package materials in an alternative format should telephone the District at 530-825-3258, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation. All accommodation requests will be handled swiftly and resolving all doubts in favor of access. Copies of records provided to Board Members which relate to any agenda item to be discussed in open session may be obtained online at [Spaldingcsd.org](http://Spaldingcsd.org) or from the District Office at 502- 907 Mahogany Way, Susanville, CA 96130.

SPALDING COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING

MAY 10, 2024

APPROVED BY DIRECTORS:

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1. MEETING CALLED TO ORDER: Chairman Thomas called the meeting to order at 3:00 p.m.

2. <u>ROLL CALL:</u>	<u>PRESENT</u>	<u>ABSENT</u>
Ted Thomas	_____x_____	_____
Ed Lawson	_____x_____	_____
Larry Doss	_____x_____	_____
Barbara Willard	_____x_____	_____
Frank Muse	_____x_____	_____

3. PLEDGE OF ALLEGIANCE:  
The Pledge of Allegiance, led by Chairman Thomas was spoken.

4. APPROVAL OF THE AGENDA:  
 Motion: Approve the Regular Meeting Agenda as amended to reflect change to Item 12c.  
 First: Director Muse.  
 Second: Director Doss.  
 Roll Call: Ayes -Ted Thomas, Larry Doss, Ed Lawson, Barbara Willard and Frank Muse.  
 Motion carried.

5. PUBLIC COMMENT:  
*None.*

6. PRESENTATIONS:  
Manager Graton presented Robert King and Ken Rowe with Resolutions of Commendation. Ellen Stalling received the Resolution of Commendation in Ken Rowe's absence.

7. CURE AND CORRECT:  
 Manager Graton introduced the item to Cure and Correct actions taken on the March 15, 2024 meeting, Including voting on Ordinance #10.  
 Director Muse recused himself from the item and left the building.  
 A motion was made to approve Ordinance #10 and waive the second reading.  
 First: Chairman Thomas  
 Second: Larry Doss  
 Roll Call: Ayes – Ted Thomas, Larry Doss and Ed Lawson  
 Nay - Barbara Willard

Director Muse returned to the meeting.

A motion was made to ratify the actions taken on March 15, 2024.

First: Director Doss

Second: Director Lawson

Roll Call: Ayes- Ted Thomas, Ed Lawson, Larry Doss, Barbara Willard and Frank Muse

8. APPROVAL OF THE MINUTES:

- a. Submitted for approval were the minutes from the March 15, 2024 Board Meeting as ratified.

Motion: Approve the minutes from March 15, 2024 Board Meeting as ratified.

First: Director Muse

Second: Chairman Thomas

Roll Call: Ayes – Ted Thomas, Larry Doss, Ed Lawson, Barbara Willard and Frank Muse.

Motion carried.

- b. Submitted for approval were the minutes from the April 19, 2024 Special Board Meeting.

Board discussion on adjournment time of 6:42 p.m. to be added and SSMP should be MSR in Item 12a.

Motion: Approve the minutes from April 19, 2024 Special Board Meeting as amended.

First: Chairman Thomas

Second: Director Muse

Roll Call: Ayes – Ted Thomas, Larry Doss, Ed Lawson, Barbara Willard and Frank Muse.

Motion carried.

9. FIRE CHIEF REPORT TO THE BOARD:

Scott Hagen provided the Fire report to the Board in the absence of Chief Spediacci. Activities included 4 medical calls and 2 Tuesday night training sessions.

*Public Comment: None.*

10. GENERAL MANAGER REPORT:

- a. Manager Graton reviewed the Sewer Report including the quarterly reports for the Regional Water Quality Control Board (RWQCB) being presented to the Board and the Public; funding needs for repairs; there is a walk-through review from the RWQCB scheduled for May 14, 2024; findings from that review will be presented at the next regular meeting; water quality testing issues; and continuing issues with Pump Stations 1 & 4.

*Public Comment: Vicki Shumacker questioned the pump stations in need of repair.*

Board discussion included questions regarding the water sample testing and impacts from recent event.

- b. Manager Graton provided an update on the Recreation department including finances; a review of the recent permitted event and the need to secure the docks near the Marina parking.

*Public Comment: None.*

Board discussion regarding ownership of the docks and proposals for storage, potential storage fees and moving the docks to the fenced yard at the District office.

- c. Manager Graton reviewed the current account balances and status of access to accounts. Manager Graton requested approval of \$10,000.00 for the outstanding balance for Stradling and discussed the current practice of having the attorneys pursue delinquencies. Reviewed the Ordinance for credit card purchases. Manager Graton discussed the difficulties in preparing a Proposed Budget. Office Manager Graton thanked the Board for the contract with Grace Dougan Consulting, revised account balances and the need for approval of vehicle insurance for Fire and the lock replacements.

The Board discussed the bills over \$2500.00 that require payment, the preparation of the budget for 2024-2025 and concerns about negotiating salaries for a General Manager and an

Administrative Assistant. The Board directed staff to prepare a tentative budget for 2024-2025.  
*Public Comment: Amy Hagen questioned the running of the meetings and approval of purchases. Dan James questioned the amount to be deposited to the Recreation account.*  
Manager Graton provided a brief explanation of the plan of operation during her absence.

Motion: A motion authorizing the payment of current bills over \$2,500.00 for attorney fees, insurance fees and lock replacement.

First: Director Muse

Second: Director Willard

Roll Call: Ayes -Ted Thomas, Larry Doss, Ed Lawson, Barbara Willard and Frank Muse.

Motion carried.

- d. Manager Graton reviewed the need for an Administrative Assistant to perform many of the basic functions of the General Manager during the General Managers' absence. The Board questioned whether we had received any applications to date and the next steps.

*Public Comment: Amy Hagen questioned whether the position would be bonded.*

Director Doss reviewed previous efforts to bond employees and the insurance policy.

- e. Manager Graton reviewed the past and present sewer billing practices, described issues with the annual payments and the public's confusion with the current rate increases. Quoting of an annual fee versus the payment of quarterly fees and the confusion that has created for rate payers.

The Board discussed the issues the annual payments have created and what steps are needed to simplify the billing process, the impacts on the budget process and the need for a newsletter to further explain the billing process.

*Public Comment: None.*

The Board directed staff to prepare a resolution to implement the billing policy.

#### 11. BOARD MEMBER REPORTS AND COMMENTS

- a. Director Willard provided an update on the progress of the General Manager Ad Hoc committee. The job description has been updated, advertising is ongoing and the application deadline has been extended to May 29, 2024. Next meeting of the committee is June 3, 2024.

*Public Comment: Kathy Claytor questioned who will be conducting the interviews.*

Board discussion on the hiring process and next steps in the process.

The Board directed staff to prepare a resolution to change the policy regarding the job descriptions and to repeal and replace previous descriptions.

- b. Director Muse provided an update on the rekeying of the buildings.

*Public Comment: None.*

- c. Director Lawson reminded everyone that the first Green Waste collection of the year going on today and Saturday, May 11, 2024 until 2:00p.m. Keep track of your hours and expenses. Forms available in the office and online. Director Lawson raised a question about the Marina parking pass. The Board discussed the terms of the parking pass and the funding needs for maintaining the restrooms.

*Public Comment: Dan James spoke to the original setting of the fee.*

- d. Chairman Thomas provided an update on the Strategic Planning Ad Hoc committee. Goals being set for the Recreation department, the need for the Fire Chief participation for setting Fire department goals. The possible need for an ongoing Ad Hoc committee for Recreation.

*Public Comment: Amy Hagen questioned the signage in the Marina area, the need for restoration of those signs and the current state of the picnic tables.*

#### 12. NEW BUSINESS

- a. Manager Graton spoke to the possible use of Zoom for the meetings. This would allow for participation from professionals outside of the area (Larry Bain, Auditor)

- b. Manager Graton presented information on the preparation of an "On Call" list of local service providers that will be presented at a future meeting. The Board directs staff to prepare an "On Call" list for emergency service providers.
- c. Manager Graton presented a change to the letter to the Lassen County Board of Supervisors supporting a change to a County Ordinance regarding the Spalding Marina.  
 Motion: Approve the amended letter to be sent to the Lassen County Board of Supervisors approving the changes to the County Ordinance regarding the Spalding Marina.  
 First: Director Muse  
 Second: Director Thomas  
 Roll Call: Ayes – Ed Lawson, Frank Muse, Ted Thomas, Barbara Willard and Larry Doss  
 Motion carried.
- d. Manager Graton provided an outline for an educational Special Meeting regarding the Brown Act, Rosenberg's Rules of Order and a Code of Civility. The Board discussed the date and access issues.  
 Motion: The Board made a motion to hold a Special Meeting on May 17, 2024 at 1:00 p.m..  
 First: Director Muse  
 Second: Director Doss  
 Roll Call: Ayes – Ted Thomas, Larry Doss, Ed Lawson, Barbara Willard and Frank Muse  
 Motion carried.

13. CONTINUING BUSINESS

- a. Manager Graton reported that the meeting with the County Auditor has not yet been scheduled.
- b. Manager Graton reported that the development of Request for Qualifications for a local attorney is in progress.
- c. Manager Graton reported that the development of Request for Qualifications for local CPA firms is in progress. The Board discussed working with local firms whenever possible, the status of our work with the contracted bookkeeper and the need for review in three months. Further discussion included safety training for staff, Underground Services Alerts (811) and the training needed for locator equipment.
- d. Manager Graton presented the Management Report for the Fiscal Year 2022/2023 Audit. The report is also posted on the website.  
*Public Comment: Dan James spoke to the importance of presenting this report to public, the need for a forensic audit and the need for continued communication.*  
 Manager Graton recommended publication of the entire audit going forward. The Board discussed the steps necessary to get a forensic audit initiated, including consultation with Larry Bain, CPA and the need to restore trust within the community.

14. ADJOURN

- Motion: Motion to adjourn to the next Regular Meeting on June 14, 2024 at 3:00 p.m.
- First: Director Muse
- Second: Director Lawson
- Roll Call: Ayes - Ed Lawson, Frank Muse, Ted Thomas, Barbara Willard and Larry Doss.  
 Motion carried.  
 Meeting adjourned at 5:48 p.m..

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# SEWER SYSTEM LIFT STATION #1 PROBLEM

DAN LAFONTAINE PE

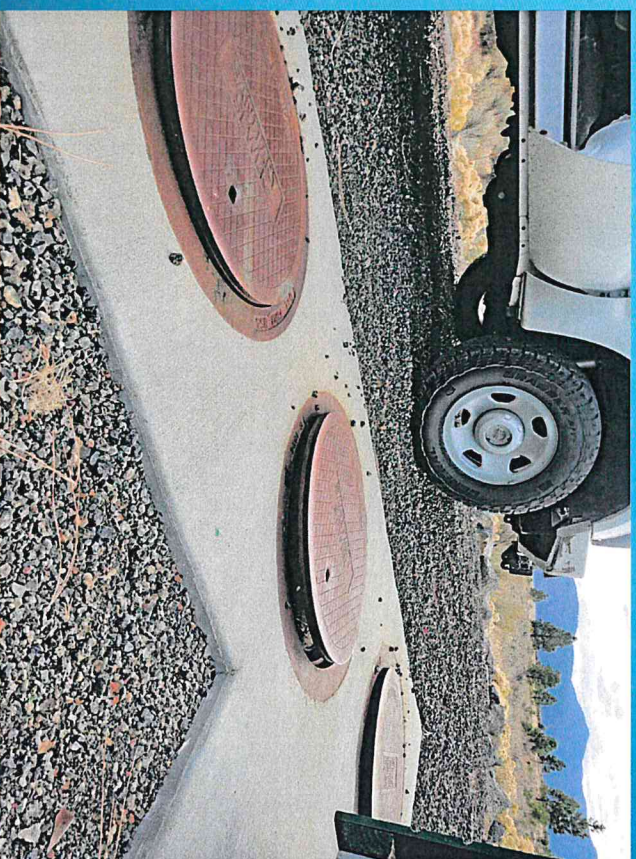
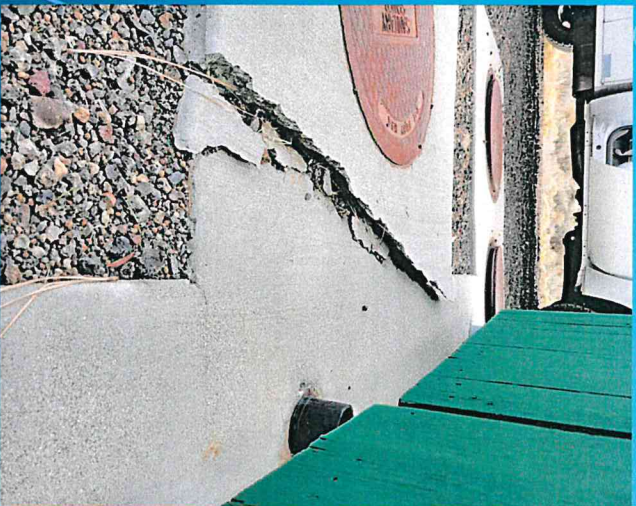
CALIFORNIA RURAL WATER ASSOCIATION

REVISED 2024 BY KARI GRATON, GENERAL MANAGER SCSD

# LIFT STATION (LS) #1 – MAY 2023

6/14-/2024 ITEM 10 A

Concrete has cracked and lift station well pumps began to lift sewer lids





## LIFT STATION #1 – AUGUST TO SEPTEMBER

- Spalding contracted with H2O pro to pull and replace pumps. No new pumps could be installed.
- Lateral piping has shifted downward causing pitless adaptor to angle downward. Pump 3 is operating correctly, Pump 2 is operating at a reduced rate, Pump 1 is not able to be installed.
- Based on timing of pump failures we can anticipate one year useful life left for remaining pumps.

# PITLESS ADAPTOR IN WET-WELL



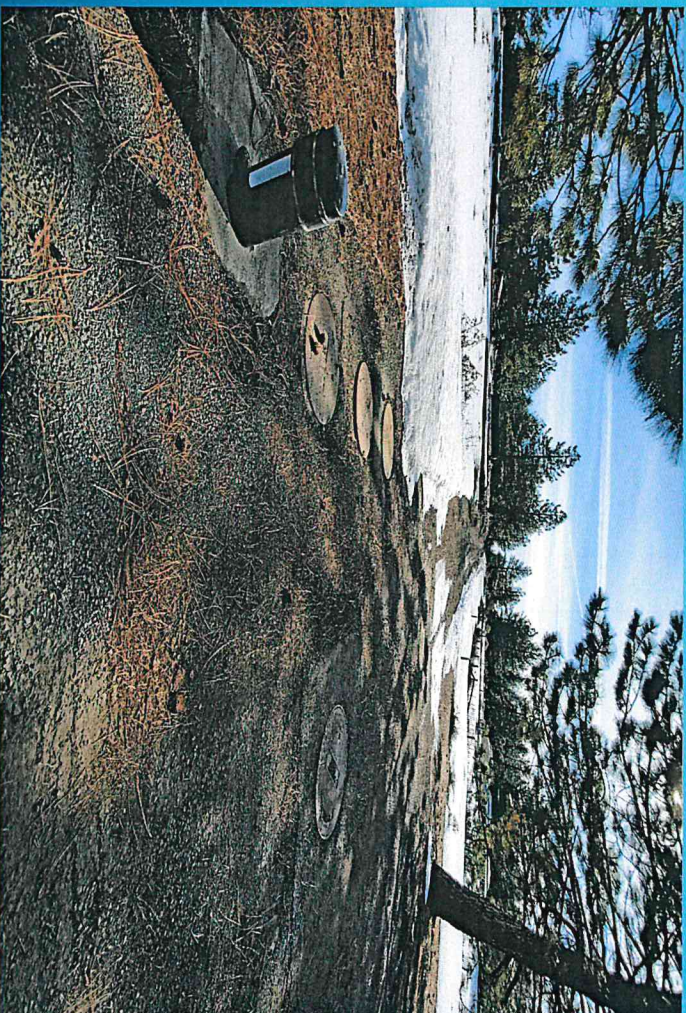
(SAUERS ENGINEERING)  
CONDUCT INITIAL INSPECTION TO REVEAL CAUSE OF INTERNAL PIPE SHIFTING

- Distribute notices of service suspension pump 1 area (1 day only if possible).
- Pump, wash and vacuum pump cisterns at Pump Station 1 if necessary for inspection
- Inspect condition of cisterns (CSE personnel or video cam if internal)
- Resume service as is or with minor temporary repairs
- Deliverables: Engineering report on, conditions findings and potential cause
- If no other cause determined, proceed to suggested Geo testing for subsidence investigation and development of a remediation project.

# SOLUTIONS TO REPAIR LS#1

- Geotechnical investigation of soil (fill) around LS #1 – Cost Estimate \$15,000
- Emergency Plan
  - Short Term – Haul waste every other day to wastewater ponds (2 runs/day, assuming 3,000 gallons generation a day) with vac truck (most expensive)
  - Longer term – Obtain waste pump (min 10 gpm) and electrical tie into generator at LS#1 and pump wastewater to open manhole (diversion) cost savings similar cost to operating LS pump after initial capital cost.
- Repair/Reinstall Lift Station
  - Pursue grant funding through USDA, CWSRF planning application ASAP typically over one year for funding. CRWA to provide proposal to Spalding if requested.
  - Pursue low interest loan through CoBank (specialize in municipal loans)

REPEAT PROCESS AT PS #4



## REQUEST FOR STATEMENT OF QUALIFICATIONS

TO: Sauers Engineering Inc.  
(Engineering Firm)

FROM: Spalding Community Services District  
(Water System)

PROJECT: Site inspection and letter of findings/remedial recommendations

PROJECT LOCATION: LS #1 The Strand, Spalding CA (Eagle Lake)

RE: REQUEST FOR STATEMENT OF QUALIFICATIONS

Your firm is invited to submit your Statement of Qualifications to become eligible to be selected to provide professional services.

Your Statement of Qualifications should include the following information:

- 1) Name, address and brief description of firm.
- 2) Resumes of key personnel to be assigned to this project.
- 3) A one-page narrative as to firm's interest, particular abilities and qualifications related to this project.
- 4) Description of other projects designed by this firm and key personnel pertinent to this project. Include reference contact information.
- 5) Examples of knowledge, expertise and/or experience with other related work.

For firms that are Short-listed for an interview, a tour of the facility and/or site will be arranged if necessary.

One (1) copies of your Statement of Qualifications should be forwarded to the following address – and must be received no later than 5PM p.m. on June 13, 2024  
(time) (date)

TO: Kari Graton Interim General Manager  
(Contact person) (Title)

502-907 Mahogany Way Susanville CA 96130  
(Address) (City) (State) (Zip)

(530) 825-3258 C (530) 249-3997 email: generalmanager@spaldingcsd.org  
(Telephone Number)

# Sauers Engineering, Inc.

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Civil & Environmental Engineers

## Our Firm

Sauers Engineering, Inc. is a consulting civil engineering firm specializing in the planning and design of water and wastewater infrastructure for small and medium sized systems. Sauers Engineering has been providing professional engineering services to private and public water and wastewater systems in the Sierra, foothill, and valley regions since 1984. We serve systems as small as a dozen customers to larger utilities with over 10,000 customers. Our design professionals are knowledgeable in the unique needs of the smaller systems and are adept at designing projects to best fit the scope and budget of each client. Our engineering staff has specialized knowledge in the planning and design of:

- surface water and groundwater development
- surface water treatment facilities
- iron, manganese and arsenic treatment facilities
- wastewater treatment facilities
- booster pump and hydropneumatic pump stations
- gravity and pressure pipelines
- sewer lift stations
- tanks and storage structures
- master plans for water and wastewater facilities
- construction management
- public financing
- environmental review and compliance

We provide on-going consulting engineering services to a number of public water and wastewater agencies serving as their district engineer. We also provide services for individual projects for public and private clients. We assist our clients with selecting appropriate projects to best meet their needs, considering cost, quality, function, life span, and ease of operation and maintenance. We have a good working relationship with local and state regulatory and funding agencies. Our engineers stay abreast of new regulations and technology as these issues affect our clients.

Please contact us to see how we can assist in meeting the needs of your system:



# Sauers Engineering, Inc.

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Civil & Environmental Engineers

## REFERENCE LIST

David Goyer, General Manager  
Lake Oroville Area Public Utility District  
1960 Elgin Street  
Oroville, CA 95966  
Tel. (530) 533-2000

Todd Roberts, Director of Public Works  
City of Portola  
P.O. Box 1225  
Portola, CA 96122  
Tel. (530) 832-4216

Neil Kaufman, Water System Engineer  
Truckee Donner Public Utility District  
11570 Donner Pass Rd.  
Truckee CA 96161  
(530) 582-3950

Mike Sundby, Facilities Manager  
Indian Valley Community Services District  
127 Crescent Street, Suite 1  
Greenville, CA 95947  
(916) 337-8279

Trisha Tillotson, Director  
Nevada County Community Dev. Agency  
950 Maidu Avenue, Suite 170  
P.O. Box 599002  
Nevada City, CA 95959-7902

Bryan Davey, Director of Public Works  
Sierra County  
P.O. Box 98  
Downieville, CA 95936  
Tel. (530) 289-3201

Richard Melim, District Engineer  
Downieville Public Utility District  
P.O. Box 444  
Downieville CA, 95936  
Tel. (530) 274-3566

Mr. Tony Laliotis, Utilities Superintendent  
Tahoe City Public Utility District  
P.O. Box 33  
Tahoe City, CA 96145  
Tel (530) 580-6053

Robert Pierce, Associate Superintendent  
Facilities and Planning  
Elk Grove Unified School District  
9510 Elk Grove-Florin Road  
Elk Grove, CA 95624  
Tel. (916) 686-7711

Bjorn Jones, City Engineer  
City of Grass Valley  
125 East Main Street  
Grass Valley, CA 95945  
Tel. (530) 274-4353



# Sauers Engineering, Inc.

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Civil & Environmental Engineers

**Dean D. Marsh, P.E.**  
**Principal**

## **EDUCATION**

- M.S., Civil & Environmental Engineering with an emphasis on Water Resources, Brigham Young University, Provo, Utah, 1995.
- B.S., Civil and Environmental Engineering, Brigham Young University, Provo, Utah, 1995.

## **PROFESSIONAL LICENSES**

- Registered Civil Engineer, California C58100

## **PROFESSIONAL AFFILIATIONS**

- Member of American Water Works Association
- Member Water Environment Federation
- Member California Water Environment Association
- Member Nevada County Engineers Association

## **REPRESENTATIVE EXPERIENCE**

Mr. Marsh has been with Sauers Engineering since 1995, and has over 29 years of experience in planning, design and construction supervision for water and wastewater projects. He enjoys the challenges that come with working with small public water and sewer agencies as well as private clients. Mr. Marsh enjoys on-going consultant relationships with several public agency clients including City of Portola, Indian Valley Community Services District, Sierra County Water District No.1 (Calpine), McKinney Water District, Kingvale Water Users Association, and Donner Summit Public Utility District. He provides these agencies with a full range of consulting engineering services including master planning, design of new facilities, assistance with funding resources, project bidding, construction management, and coordination with other consultants and contractors on behalf of his clients. He has guided projects through the USDA Rural Development and State of California SRF funding processes.

Mr. Marsh has a strong technical background with expertise in the areas of design of water treatment facilities for compliance with the Surface Water Treatment Rule, iron and manganese removal, arsenic removal, water system master planning, computer modeling of water distribution systems, modeling of sewer collection systems, design of water pump stations, pipeline design, and structural design of redwood storage tanks.

Mr. Marsh is experienced with computer modeling of wastewater collection systems, development of wastewater system master plans, design of gravity sewer pipelines and force mains, analysis and design of sewer lift stations and planning and design for wastewater treatment and disposal systems. Mr. Marsh assists his clients with ongoing permit compliance issues and reports as may be required by regulatory agencies.

# Sauers Engineering, Inc.

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Civil & Environmental Engineers

## Recent Sewer Lift Station Project Experience

### ***Creekview Ranch Sewer Lift Station***

*Owner: Placer County*

*Status: Design 2024*

*Design report, planning and design for a sewer lift station with duplex force mains. Design capacity is 1.9 mgd. Station includes flow measurement, generator, FRP overflow storage tanks, chemical feed, odor control scrubber, control building and SCADA.*

### ***Placer Ranch PRLS1 Sewer Lift Station***

*Owner: Placer County*

*Status: Construction 2023*

*Design report, planning and design for a sewer lift station with duplex force mains. Design capacity is 2.7 mgd. Station includes flow measurement, generator, cast in place concrete overflow storage, chemical feed, odor control scrubber, control building and SCADA.*

### ***Brady Vineyard Sewer Lift Station***

*Owner: Placer County*

*Status: Design 2021  
Construction 2022*

*Design report, planning and design for a sewer lift station with duplex force mains. Initial capacity estimated at 0.25 mgd with expansion to 0.5 mgd at buildout. Station includes flow measurement, generator, overflow storage, and SCADA.*

### ***Ophir Lincoln Sewer Lift Station***

*Owner: Lake Oroville Public  
Utility District*

*Status: Design 2021*

*Planning and design for phased 0.5 mgd -1.6 mgd triplex sewer lift station with dual force mains. Design includes pumps and mechanical, flow meter, electrical controls with SCADA, overflow storage and all appurtenances.*

# Sauers Engineering, Inc.

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Civil & Environmental Engineers

## Sewer Lift Station Project Experience

(Continued)

### ***Berriman Ranch Lift Station***

*Owner: Kent Holdings &  
Affiliates for  
City of Grass Valley*

*Planning and design for a phased sewer lift station with duplex force mains. Initial capacity estimated at 0.25 mgd with expansion to 1.1 mgd at buildout. Station includes flow measurement, generator and overflow storage.*

*Status: Design 2020*

### ***Wolf Creek Sewer Lift Station***

*Owner: Indian Valley CSD*

*Engineering design for replacement of 0.15 mgd lift station. Station includes replacement of wet well, pumps, piping, valves and appurtenances, and addition of new electrical controls and telemetry.*

*Status: Design 2018*

### ***Dark Horse Lift Station***

*Owner: Nevada County  
Sanitation District*

*Engineering design of 0.19 mgd duplex sewer lift station with TESCO pedestal style controls, odor control, dry air scrubber, chemical feed, and automated lift station bypass valves.*

*Status: Design Complete  
Construction 2010*

### ***Alpine Sewer Lift Station Upgrade***

*Owner: Placer County Dept.  
Facility Services*

*Engineering design of 0.18 mgd remodel of existing lift station with replacement of pumps, piping, valves and appurtenances, and addition of new electrical controls and generator.*

*Status: Constructed 2008*

### ***L System Lift Station Modifications***

*Owner: Lake Oroville Area  
Public Utility District*

*Engineering design and construction management for the modifications of 3 sewer lift stations including new pumps, electrical controls, underground vaults for overflow storage and all appurtenances.*

*Status: Design completed 2007*

# May Recreation Report

To: SCsDBOD

From: Kari Graton, Interim General Manager

Date: June 14, 2024

Subject: Staff report; May recreation activities

## **Background**

May is all about Memorial Day Weekend and the opening of trout season at Eagle Lake. This year saw a hopeful crowd eyeing the launch ramp at the Marina in hopes to take advantage of Spalding's facilities. On opening day I counted about a dozen parked vehicles with parking passes displayed in their windshields. Staff had previously sold 6 annual permits as well. Although very shallow, some smaller boats were successfully launched. Bingo is still going strong, and contributing around \$100-\$120/month on average to the Recreation Fund. Many residents are enjoying the activity.

## **Financial Impact**

Total marina income for the weekend saw \$155 collected by staff for parking fees. Pine Creek has stopped flowing, the lake level will slowly decline and parking permits will come to a halt. The Recreation Department continues to struggle to exist, with the lake level far from recovered. In order to meet our annual obligation to pay the State Lands Commission for the lease, more special events need to be held.

## **Recommendation**

N/A

## **Results**

N/A

# MONTHLY FINANCIAL REPORT

To: SCADBOD

From: Kari Graton, Interim General Manager

Date: June 14, 2024

Subject: Departmental Checking Account Balances

## **Background**

Presented are the current checking ledgers for the Sewer, Fire and Recreation Departments. The fiscal year is rapidly winding down, and it appears that we will have small balances to roll forward as we begin FY 24-25. Despite severe shortfalls due to the Districts failure to capture half of the sewer rate increase for the fiscal year by delaying the start date from July 1<sup>st</sup>, 2023 as planned to January 1st, 2024 . Even more was lost due to an error in calculating and administering annual rates in billings to sewer users. Because of volunteer staffing to replace paid administrators, the District was able to save about \$25,000 during the last months of FY 23-24 and will skid across the finish line in the black. However, many accounts payable remain past due, particularly the Straddling Attorney's firm. As well, the Districts IRS payroll tax payment for the first quarter was not paid, and is now due with penalties, in the amount of \$8,897.68. Presented for board approval today is a check in that amount, and another for \$5, 000.00 to Stradling Attorneys, to pay down a portion of that debt as agreed previously. With the coming of the next rate hike, the District needs to "catch up" and become current in its payments for services as soon as possible.

## **Financial Impact**

**Current Checking balances as of June 4, 2024 are as follows:**

Sewer: \$221,340.76

    < \$161,471.99> Bond Deposit from property tax assessments → Bond

    \$59,868.77 balance 6/4/2024

Fire: \$130,171.31

Recreation: \$1755.88

## **Recommendation**

Approve by motion the payment above to IRS and Stradling, along with all the routine operational billings for under \$2500.00.

**Results N/A**

# CONSOLIDATION OF ELECTION WITH LASSEN COUNTY

To: SCADBOD

From: Diane Graton, Office Manager

Date: June 14, 2024

Subject: Resolutions 2024-07 Requesting Consolidation of Election

## **Background**

The California Election Code 10002 and 10400 et seq, provides that by resolution, any district may request the County Board of Supervisors to permit the County Elections official to render services to the district relating to the conducting of an election. The Spalding Community Services District (SCSD) currently has two directors that have terms expiring this year in December. Additionally, the timing of the appointment of two of our directors requires that they also stand for election this November. The adoption of this type of resolution is a standard practice throughout the State of California.

## **Financial Impact**

Conducting an election can be a costly endeavor. The consolidation of the election with the County should provide a reduction in that expense. Candidates will need to cover the costs of any candidate statements to be included in the County election materials.

## **Recommendation**

Approve Resolution 2024-07 Ordering an Election, Requesting County Elections to Conduct the Election and Requesting Consolidation of the Election.

Direct staff to forward Resolution 2024-07 to the County Board of Supervisors for placement on their agenda and direct staff to complete any other forms required by the County to consolidate the election.

## **Results**

Once the County Board of Supervisors has approved the consolidation, the director positions will be placed on the November 5, 2024 ballots. Candidates will be able to submit their candidacy statements to the County Elections official.

**RESOLUTION NO. 2024-07**  
**JUNE 14, 2024**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SPALDING COMMUNITY SERVICES DISTRICT  
ORDERING AN ELECTION, REQUESTING COUNTY  
ELECTIONS TO CONDUCT THE ELECTION AND  
REQUESTING CONSOLIDATION OF THE ELECTION.**

WHEREAS, pursuant to Elections Code 10002, the governing body of any city or district may, by resolution, request the Board of Supervisors of the county to permit the county elections official to render specified services to the city of district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code 10400, whenever two or more elections including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code 10400 such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on **November 5, 2024**; and

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the governing body of the Spalding Community Service District hereby orders an election be called and consolidated with any and all elections also called to be held on **November 5, 2024**, insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the Lassen

County, State of California, requests the Board of Supervisors of the County of Lassen to order such consolidation under Election Code 10401 and 10403.

**BE IT FURTHER RESOLVED AND ORDERED** that said governing body hereby requests the Board of Supervisors permit the Lassen County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services, and

**BE IT FURTHER RESOLVED AND ORDERED** that the Lassen County Elections Department conduct the election for the following offices on the **November 5, 2024**, ballot

**2 Full Terms (Thomas & Doss)**

**Expiring 12/6/2024**

**And**

**2 Partial Terms**

**(Arnold & Aubrey – currently filled by Appointees Willard & Muse)**

**Expiring 12/04/2026**

**PASSED, APPROVED and ADOPTED** this 14th day of June, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

\_\_\_\_\_  
Kari Graton  
Secretary  
Spalding Community Services District

\_\_\_\_\_  
Theodore J. Thomas  
Chairman  
Spalding Community Services District



**NOTICE OF ELECTIVE OFFICES TO BE FILLED**

in SPALDING COMMUNITY SERVICES District  
(Name of District)

TO THE COUNTY CLERK:

You are hereby notified that at the next General District Election, to be held in the above district on:  
November 5, 2024, the elective offices listed below are to be filled.  
(Date)

Please list the board members whose terms end this year. Please indicate whether they were elected or appointed to the board.

Board Members with terms ending this year:	Indicate Elected (E) or Appointed (A)
THEODORE J THOMAS	E
LARRY DOSS	E

Please list board members whose terms do not end this year and indicate whether they were elected or appointed. (Please Note: If board member(s) was appointed by the District's Board of Directors since the last election, the member(s) will have to run at this election for the remaining 2 years of their term.)

Board Members with terms ending in two years:	Indicate Elected (E) or Appointed (A)
BARBARA WILLARD	A
FRANK MUSE	A

The \_\_\_\_\_ District  
(Name of District)

- Will Pay for the Candidate's Statement of Qualifications.
- Will **not** pay for the Candidate's Statement of Qualifications.
- Boundaries have changed or will change prior to July 1st, the 130th day prior to this election. New maps are attached to this Specification.
- Boundaries have **not** changed. Use maps presently on file in your office.

Date 06/14/2024

(District Seal)

Signature of Secretary KARI GRAYTON

Please sign and seal this form with your district seal, then return it to the County Clerk.

On the 125th day prior to the day fixed for the general district election, the secretary shall deliver a notice to the county elections official bearing the secretary's signature and the district seal. (Election Code Section 10509)

At least 125 days prior to the day fixed for the general district election the secretary of a resident voting district, or landowner voting district, shall deliver to the county elections official of each affected county a map showing the boundaries of the district and the boundaries of the divisions of the district, if any, within that county and a statement indicating in which divisions a director is to be elected and whether any elective officer is to be elected at large at the next general district election. (Election Code Sections 10522 & 10524)

# 2024-2025 PRELIMINARY BUDGET

To: SCADBOD

From: Kari Graton, Interim General Manager

Date: June 14, 2024

Subject: Staff report; 2024 – 2025 Preliminary Budget

## **Background**

In accordance with California Government Code Title 6 regulating the activities of Community Services Districts, as the Spalding Community Services District Interim General Manager, I hereby present to your Board the preliminary budget for fiscal year 24-25 for consideration of adoption, to be held at a Public Hearing which will be scheduled in accordance with this Code:

### **61110.**

(a) **On or before July 1 of each year** or, for districts using two one-year budgets or a biennial budget, every other year, **the board of directors may adopt a preliminary budget that conforms to generally accepted accounting and budgeting procedures for special districts.**

(b) The board of directors may divide the preliminary budget into categories, including, but not limited to, the following:

- (1) Maintenance and operation.
- (2) Services and supplies.
- (3) Employee compensation.
- (4) Capital outlay.
- (5) Interest and redemption for indebtedness.
- (6) Designated reserve for capital outlay.
- (7) Designated reserve for contingencies.

(c) **On or before July 1 of each year** or, for districts using two one-year budgets or a biennial budget, every other year, **the board of directors shall publish a notice stating all of the following:**

(1) **Either that it has adopted a preliminary budget** or that the general manager has prepared a proposed final budget which is available for inspection at a time and place within the district specified in the notice.

(2) **The date, time, and place when the board of directors will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.**

(d) **The board of directors shall publish the notice at least two weeks before the hearing in at least one newspaper of general circulation in the district pursuant to Section 6061.**

(e) **At the time and place specified for the hearing, any person may appear and be heard regarding any item in the budget or regarding the addition of other items. The hearing on the budget may be continued from time to time.**

(f) **On or before September 1 of each year** or, for districts using two one-year budgets or a biennial budget, every other year, **the board of directors shall adopt a final budget that conforms to generally accepted accounting and budgeting procedures for special districts. The general manager shall forward a copy of the final budget to the auditor of each county in which the district is located.**

The date, time and place of the Public Hearing will be determined by your Board, and in accordance with the above cited code. Conducting a Public Hearing is required in order to provide the public with adequate information about the proposed budget so that they may develop informed opinions and make comments to the District about the proposed annual budget in accordance with the law. Adopting a final budget after such a hearing will provide staff with the best possible tool to meet the Districts responsibilities within its available financial resources.

### **Financial Impact**

Although the District was successful in 2023 in establishing a sewer fee rate increase, those revenues will need to be carefully managed in order to effectuate long overdue deferred maintenance to the system. Currently, operational staff has been working more hours than previously allocated by management in an attempt to keep the system free of "clogs" and the pumps at pump station 1 "on-line". Due to the degradation of the cisterns, either from subsidence or deterioration, staff has been challenged to keep the pumps running to prevent an overtopping event. Therefore, it is imperative that an inspection be performed and a Capital Improvement Plan be developed as an essential component of this budget.

The Fire Department is in comparatively better shape financially, but continues to face the challenge of self-sufficiency from tax assessments alone, and is dependent on community fundraising events and grants to keep existing equipment in top shape and day to day supplies inventoried as needed. As well, regular training sessions require adequate funding to continue as an an efficient volunteer force of first responders.

The Recreation Department continues to struggle to exist, with the lake level far from recovered. In order to meet our annual obligation to pay the State Lands Commission for the lease, more special events need to be held. Nevertheless, the condition of the asphaltic parking lot will continue to deteriorate beyond the Districts means to maintain, unless grant money can be obtained. 2028 will mark the end of our current lease.

### **Recommendation**

Study the proposed preliminary budget and direct staff to agendize a public workshop in July for the Board and Public to participate in the finalization of the draft as presented. Set a date and time for a public hearing to adopt a final budget in accordance with the noticing requirements above, and direct staff to make the appropriate public notice.

### **Results**

Agendizing a budget workshop will give both the Board and the Public better insight to the challenges the community faces in its continued budget shortfalls, despite the recently increased sewerage fees.

# SPALDING COMMUNITY SERVICES DISTRICT BUDGET AND RATE WORKSHEET MODEL

July 27, 2023

**BUDGET PROPOSAL - Assumes a \$10.00 per month rate increase (38.462%) in Year #1 to break even with minimal reserves. This is followed by a \$6.00 per month rate increase (16.667%) increase in Year #2 to fund additional reserves and then 4% Annual Cost of Living Increases in Years 3, 4, and 5 to bolster reserves and accommodate inflation.**

Spalding CSD - SEWER	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
ANNUAL INFLATION FACTOR						5%	4%	4%	4%	4%
MONTHLY RATE INCREASE	\$ 312	\$ 312	\$ 312	\$ 312	\$ 312	\$ 10,000	\$ 6,000	\$ 1,680	\$ 1,750	\$ 1,820
ANNUAL SEWER FEE	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 432,000	\$ 504,000	\$ 524,160	\$ 545,160	\$ 567,000
MONTHLY SEWER FEE	\$ 26	\$ 26	\$ 26	\$ 26	\$ 26	\$ 36,000	\$ 42,000	\$ 43,680	\$ 45,430	\$ 47,250
Operating Income										
<b>PROPOSED RATE INCREASE</b>						<b>38.462%</b>	<b>16.667%</b>	<b>4.00%</b>	<b>4.00%</b>	<b>4.00%</b>

PROJECTED BUDGET VALUES	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
Number of User Fees	\$ 726	\$ 726	\$ 726	\$ 726	\$ 726
Total Operating Income Projected from User Fees	\$ 226,512	\$ 226,512	\$ 226,512	\$ 226,512	\$ 226,512

Operating Expense	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
From Annual Audited Financial Reports	\$ 265,697	\$ 259,489	\$ 258,145	\$ 266,964	\$ 280,101
Total Operating Expense	\$ 265,697	\$ 259,489	\$ 258,145	\$ 266,964	\$ 280,101

NET OPERATING INCOME (LOSS)	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
Operating Income	\$ 33,531	\$ 74,599	\$ 77,582	\$ 80,710	\$ 83,963
Total Operating Expense	\$ 232,166	\$ 184,890	\$ 180,563	\$ 186,254	\$ 196,138
NET OPERATING INCOME (LOSS)	\$ 11,365	\$ 89,709	\$ 97,019	\$ 94,456	\$ 87,825

Less: Reserve Account Funding	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
Operating Reserve	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Deferred Repairs and Maintenance	\$ 13,331	\$ 54,599	\$ 57,582	\$ 60,710	\$ 63,963
Total Reserve Account Funding	\$ 33,331	\$ 74,599	\$ 77,582	\$ 80,710	\$ 83,963

NET INCOME/(LOSS) AFTER FUNDING RESERVES	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
Total Operating Reserve funds accrued over the 5 year term	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Total Deferred Repairs and Maintenance funds accrued over the 5 year term	\$ 250,344.65	\$ 250,344.65	\$ 250,344.65	\$ 250,344.65	\$ 250,344.65

## Spalding CSD Budget Worksheet - 2024/2025 FY

<b>REVENUE</b>			227 Sewer Fund	
			23/24 budget	24/25 FY
<b>Account #</b>	<b>fund</b>	<b>Balances and Income</b>	<b>35,000</b>	
0100000		Cash Balance		35,000
2012200		Trust Account Transfers		35,000
2008106		Sewer Service Fees		365,904
2012200		Operating Transfer in		
		<b>Revenue, Transfers In &amp; Cash</b>		<b>435,904</b>
<b>Account #</b>		<b>(EXPENSES) Materials and Services</b>	<b>227 Sewer Fund</b>	<b>227 Sewer Fund</b>
		General Manager	35/hr	32,250 (based on 75% total budget)
		Administrative Assistant	25/hr	39,000 (based on 75% total budget)
		Operations Technician	25/hr	52,000 (based on 40 hr week)
		Public Relations Representative	18/hr	16,848 (based on 75% total Budget)
		Maintenance Worker	18/hr	5,616 (based on 1 day/week to assist Op. Tech)
3000100		Salaries and Wages		145,714
3000211		Special District Benefits		25,000
3001200		Communications		25,000
3001500		Insurance (workers Comp/auto/Liability)		20,000
3001700		Maintenance Equipment		10,000
3001701		Maintenance Vehicles & Fuel		5,000
3001800		Maintenance Building/Improvements		5,000
3002000		Memberships		2,500
3002200		Office Expenses		2,500
3002201		Postage		2,000
3002300		Professional and Specialized Services		50,000
3002400		Publications and Legal Notices		1,000
3002500		Rents and Leased Equipment		2,000
3002700		Small Tools and Minor Equipment		2,000
3002900		Transportation and Travel		1,000
3002901		Conferences and Training		2,500
3003000		Utilities		25,000
3006100		Buildings/Improvements - Capital Improv.		5,000
		Subtotal Expenses		331,214
		Deferred maintenance program (repair&replace)		100,000
<b>Total Expenses &amp; Input to Reserve Accounts</b>				<b>431,214</b>
<b>Budget Balance (Revenue Minus Total Expenses)</b>				<b>4,690</b>

		<b>REVENUE</b>									
		22/23		22/23		23/24		23/24		24/25	
Account #	Balances and Income	Fire	Budget	Fire	Actual	Fire	Budget	Fire	Actual	Fire	Budget
0100000	Cash Balance		172,717.37	171,891.50		130,887.00	130,887.00				130,166.00
2011200	Fire Apparatus Rental										
2011200	Misc Income (Donations, Equipment Sales, Etc.)			2,405.00							
2012200	Operating Transfers In (Trust Account Transfers)										
2000903	Fire Parcel Assessment Fee (225 Fund)		36,635.00	35,764.16		36,000.00	36,000.00		35,764.16		36,000.00
2000905	Fire Parcel Assessment Fee Prior Year			773.16							
2003000	Interest (Finance Charges)		1,000.00	3,309.79		3,000.00	3,000.00				
2006200	State Grants			70,120.00							
2007200	Federal Grants										
	<b>Revenue, Transfers In &amp; Cash</b>		<b>210,352.37</b>	<b>284,263.61</b>		<b>169,887.00</b>	<b>169,887.00</b>		<b>166,651.16</b>		<b>166,166.00</b>

		<b>EXPENSES</b>									
		22/23		22/23		23/24		23/24		24/25	
Account #	Balances and Income	Fire	Budget	Fire	Actual	Fire	Budget	Fire	Actual	Fire	Budget
3000100	Salaries and Wages		13,000.00			10,000.00	10,000.00				
3000211	Special District Benefits		360.00			1,200.00	1,200.00				1,237.20
3001100	Clothing and Personal		200.00	335.59		400.00	400.00				412.40
3001200	Communications		4,500.00	6,916.96		7,000.00	7,000.00				7,217.00
3001300	Food		200.00			800.00	800.00				824.80
3001500	Insurance (workers Comp/auto/Liability)		14,000.00	10,812.00		12,000.00	12,000.00				12,372.00
3001700	Maintenance Equipment		1,300.00	1,779.76		2,000.00	2,000.00				2,062.00
3001701	Maintenance Vehicles & Fuel		8,000.00	8,417.45		8,500.00	8,500.00				8,763.50
3001800	Maintenance Building/Improvements		2,000.00	1,814.47		2,500.00	2,500.00				2,577.50
3001900	Medical Supplies		100.00	422.02		500.00	500.00				515.50
3002200	Office Expenses		125.00	55.12		3,000.00	3,000.00				3,093.00
3002300	Professional and Specialized Services			5,016.66		5,000.00	5,000.00				5,000.00
3002700	Small Tools and Minor Equipment		1,100.00	131.34		1,000.00	1,000.00				1,003.10
3002900	Transportation and Travel		500.00	1,012.46		500.00	500.00				500.00
3002901	Conferences and Training		250.00	32.02							500.00
3003000	Utilities		2,000.00			3,000.00	3,000.00				3,093.00
3006100	Buildings/Improvements - Capital Improv.					40,000.00	40,000.00				
3006200	Equipment		150,000.00	122,151.05		72,487.00	72,487.00				
	<b>Total Expenses</b>		<b>197,635.00</b>	<b>158,896.90</b>		<b>169,887.00</b>	<b>169,887.00</b>		<b>0.00</b>		<b>49,171.00</b>

		<b>REVENUE</b>									
		22/23		22/23		23/24		23/24		24/25	
Account #	Balances and Income	Rec Budget	Rec Actual	Rec Budget	Rec Actual	Rec Budget	Rec Actual	Rec Budget	Rec Actual	Rec Budget	Rec Actual
0100000	Cash Balance	792.00	967.67	814.93	814.93					1,755.00	
2011200	Rental Income (chairs, tables, building)										
2011200	Misc Income (Donations, Equipment Sales, Etc.)									600.00	
2003000	Interest (Finance Charges)		12.93								
2006200	State Grants										
2007200	Federal Grants										
2012200	Operating Transfers In (Rec. Account Transfer)		958.00							2,400.00	
2001300	Annual Parking Permits										
2001300	Day Use Fees										
2001300	Dock Permit & Slip Sales										
	<b>Revenue, Transfers In &amp; Cash</b>	<b>792.00</b>	<b>1,938.60</b>	<b>814.93</b>	<b>2,446.93</b>					<b>4,755.00</b>	

		<b>EXPENSES</b>									
		22/23		22/23		23/24		23/24		24/25	
Account #	Balances and Income	Rec Budget	Rec Actual	Rec Budget	Rec Actual	Rec Budget	Rec Actual	Rec Budget	Rec Actual	Rec Budget	Rec Actual
3000100	Salaries and Wages	192.00		143.93						300.00	
3000211	Special District Benefits										
3001100	Clothing and Personal										
3001200	Communications										
3001500	Insurance (workers Comp/auto/Liability)										
3001700	Maintenance Equipment									200.00	
3001800	Maintenance Building/Improvements										
3002200	Office Expenses										
3002201	Postage										
3002300	Professional and Specialized Services										
3002500	CA Land Lease (Rents/Leased Equipment)	600.00	1,123.67	617.00						671.00	
3002700	Small Tools and Minor Equipment										
3003000	Utilities										
3006200	Equipment									500.00	



Total Expenses & Input to Reserve Accounts	792.00	1,123.67	760.93	0.00	1,671.00
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# ANNUAL SEWER RATE ADJUSTMENT

To: SCADBOD

From: Kari Graton, Interim General Manager

Date: June 14, 2024

Subject: Staff report; annual sewer rate adjustments

## Background

At the regular meeting for May, I presented the need for, and advised your Board of the need to revise the "annual sewer payment" language in Ordinance #8, which revised Ordinance #4 for payment of sewer fees. After a further review in advance of today's meeting, I have discovered the language in the new Ordinance#8 states:

### **ORDINANCE #8**

#### **AN ORDINANCE PERTAINING TO THE DISTRICT'S ANNUAL SEWER FEES, REVISING ORDINANCE #4, ARTICLE 5.05.030.**

##### **5.05.030 ANNUAL SEWER FEES**

All improved real property shall be required to be connected to the District's Sewer System on or before January 1, 2009. As of January 1, 2009, all improved properties will be deemed to be connected for the purpose of levying an annual sewer use fee with respect to such properties to pay for their actual use or the immediate availability of such use to such properties. Any parcel with an existing sewer connection permit shall be deemed connected. Effective January 1, 2009, the owners of all connected real property shall pay to the District for the use or immediate availability for use to such of the Sewer System **an annual sewer user fee in the amount as described in the District Fee Resolution, as attached hereto and incorporated herein by this reference.** Any change in the amount of the sewer user fees shall be made by District Fee Resolution.

This language establishes the "annual user fee" be set annually by resolution. This annual user fee was NOT correctly established in last years budget showing the January fee rate increase as adopted by your board. Instead, it depicted the old \$312/year rate as shown below:

<b>Sewer Fees for Service</b>	<b>Amount</b>	<b>Unit</b>
Sewer Connection	1500.00	Per EDU
Sewer Operations and Maintenance Fee, Annual	312.00	Annually
Sewer Operations and Maintenance Fee, Quarterly	78.00	Quarterly
Wastewater Assistance	55.00	Per Hour

It appears that this oversight in LAST YEAR'S budget is what caused the confusion for staff and the public. This year's budget, when adopted, will show the July 1, 2024 to June 30, 2025 (fiscal year rate) at \$504.00. This should clear up any confusion with fee rates for the user group, and fully capture the fiscal year revenues as expected, without the need to further revise Ordinance #8.

**Financial Impact**

Fully captured rate increases will add to available funding to repair and operate the sewer.

**Recommendation**

Approve the adjusted fee rate by Resolution at the public hearing for approval of final budget 24-25. This action will relieve any need to revise the Ordinance.

**Results**

Fully capturing the approved rate fee will lead to a better maintained and operated sewer system.

## PRELIMINARY 24-25 FEE RATE SCHEDULE

	Amount	Unit
Sewer Connection	1500.00	Per EDU
Sewer Operations and Maintenance Fee, Annual	504.00	Annually
Sewer Operations and Maintenance Fee, Quarterly	126.00	Quarterly
Wastewater Assistance	55.00	Per Hour
<b>Other - Miscellaneous Fees</b>		
Kiosk Advertising	30.00	Annually
Photo Copy per Page	0.45	Each Page
Fax per Page	0.35	Each Page
Chair Rental (requires \$100 refundable cleaning deposit)	4.00	Ea. Per Day
Table Rental (requires \$100 refundable cleaning deposit)	10.00	Ea. Per Day
Kitchen Rental (Requires \$200 refundable cleaning deposit and 4 hour min rental)	50.00	Per Hour
Kitchen Rental, Daily Rate (8 hours) (Requires \$200 refundable cleaning deposit)	350.00	Daily
Community Center Rental Hourly (Requires \$200 refundable cleaning deposit and 4 hour min rental)	50.00	Per Hour
Community Center Rental, Daily Rate (8 hours) (Requires \$200 refundable cleaning deposit)	250.00	Daily
Hydrant Water	0.10	Per Gallon